

Norman Forward  
Griffin Park  
Ad Hoc Advisory Group  
March 30, 2017

The Norman Forward Griffin Park Ad Hoc Advisory Group of the City of Norman, Cleveland County, State of Oklahoma, met in the Conference Room on the 30th day of March, 2017 at 3:30 p.m. and notice and agenda of the meeting were posted at 201 West Gray Street, 48 hours prior to the beginning of the meeting.

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ITEM 1, being:

WELCOME AND INTRODUCTIONS

Jud Foster thanked the members of the Ad Hoc committee for stepping forward and helping with the process and thanked those in attendance to hear the presentation.

Carol Dillingham, Chairman began the introductions and requested each member of the Ad Hoc committee introduce themselves to include: Christy Fuentes, Steve Gillis, Randy Laffoon, and Tom Woodfin.

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ITEM 2, being:

OVERVIEW OF COMMITTEE CHARGE

Jeff Bryant, City of Norman Attorney outlined the Charge of the Committee which is primarily helping with recommendations regarding location, conceptual design, final design, helping with public meetings and reporting on the progress of the construction and most importantly help with the Grand Opening. Once the Griffin Soccer Complex is open, this committee's work will be done.

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ITEM 3, being:

ORGANIZATIONAL AND GOVERNANCE ITEMS

Jeff Bryant addressed governance items regarding quorum and attendance per City Code. The committee is urged to attend all meetings. Quorum is the whole number equal to or exceeding the simple majority of those individuals authorized or 3. Voting is the majority of those in attendance. If you absence yourself from 3 consecutive meetings then you are subject to removal. The group is an advisory committee which means recommendations go to City Council. City Council will be the final decision maker on the recommendations. Roberts Rules of Order will be in effect for the meetings. All meetings are public meetings and are subject to the Open Meetings Act and are required to be posted. Minutes will be recorded as summary minutes and will be brought back to the next meeting for approval. He covered requirements of the Open Meetings Act and also the Open Records Act.

A member of the Citizens Financial Oversight Board (CFOB), the City Manager and a member of the Parks Board will be ex-officio members of this committee. Anil Gollahalli is the ex-officio member representing CFOB and Jeff Salmond will be the ex-officio member representing the Board of Parks Commission.

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ITEM 4, being:

DISCUSSION WITH DESIGN CONSULTANTS ON DESIGN PROJECTS AND PROJECT TIMELINE

Geoff Evans with Planning Design Group (PDG) began the discussion requesting input from the Griffin Park Ad Hoc Committee. The Norman Youth Soccer Association (NYSA) estimates there are 5,000 people at the Griffin soccer complex during the course of a Saturday during good weather and felt in order to gather correct traffic counts, the traffic should be observed on a Saturday during league play in good weather (since many more extended family

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members attend in good weather). Ex-officio Gollahalli suggested PDG look at traffic counts during peak time and prioritize hotel and dining routes for tournament traffic. It was suggested that the traffic consultant coordinate with the Norman Traffic Engineer regarding existing traffic counts as well as past studies, for Robinson Street or 12<sup>th</sup> Avenue N.E. NYSA is seeing a 20% annual league growth and it was suggested PDG look at other regional soccer complexes to determine parking allocation ratios. The potential for controlling vehicular access and charging for parking during major tournaments should be considered. PGA will contact Rick McKinney about coordinating the GPMP planning with the Cleveland County Fairgrounds Master planning that is currently underway.

Discussion included drop-off areas and separating vehicular/pedestrian circulation as much as possible. The Griffin Park Master Plan (GPMP) should coordinate with the Norman Trails Master Plan because of the potential for visitors to use alternative transportation, i.e., bikes, Uber, bus, etc., should also be accommodated. It was discussed that there is the need for a pedestrian connection between the main complex and the northeast field and could possibly be accomplished with a bridge over the pond near the east end.

Having a minimum of 20 full size outdoor fields was a high priority. Artificial turf was discussed but ruled out as an option for outdoor fields. Ex-officio Jeff Salmond mentioned poor wear resistance of U3 Bermuda and recommended consideration of Latitude 36, TiffTuff, or Northbridge as well as sand-based or sand-cap fields. The newly renovated soccer fields at Griffin Park were sprigged with Astro. NYSA will provide information on the existing irrigation system and will include any as-built drawings, design drawings, etc.

NYSA would like all the fields to be illuminated and prefer LED lighting if the budget allows due to energy and lamp life savings. The latest lighting installed at the soccer complex is through Musco Go Green program with a 25 year warranty whereas the rest of the complex was added to the current system.

Desire for a large indoor facility was expressed if it would fit within the overall budget. The proposed indoor facility could have a strength training area, host referee clinics throughout the year and it would be ideal if the indoor facility could support futsal play. Design of the indoor facility must account for areas completely under NYSA control and the remainder of the building which must be made available for public use. The indoor training facility is not intended for indoor soccer league play; therefore, the Committee will need to be able to answer questions regarding this topic should it arise. Possibly calling the building a “training facility” in lieu of indoor soccer fields would be appropriate.

Discussion was had about whether any of the fields will be planned as premier/championship field with additional perimeter space for future bleachers, locker rooms, etc. These could be adjacent to the indoor facility for share uses of facilities. NYSA currently operates a program for players with disabilities and could make use of a handicapped accessible field if the budget allows. Also discussed was whether Griffin should accommodate major public events like festivals and/or concerts. Enthusiasm was expressed for an area to support food trucks with power and water hookups as well as an adjacent dining plaza.

PGA will evaluate and determine whether the existing baseball/softball concession and restroom buildings will be renovated; consider the need for family restroom facilities; add covered pavilions or “landing spaces” for families and teams; and the consider how to accommodate advertising signage throughout the complex as a source of revenue.

NYSA may need additional office space in the future; however this can be accomplished if a meeting/conference space was available in the indoor facility. NYSA may also consider establishing a pro shop in the future, but it is currently a low priority.

NYSA will continue to maintain all soccer facilities at Griffin with Norman Park Maintenance Division maintaining common areas and parking lots. NYSA felt it is critical that the field leveling continue this summer on fields nine (9) and 10. NYSA said the only time the soccer complex is not heavily used for practice or games in January and mid-June and provided a calendar of events. To allow for summer grass growth, the construction documents are needed immediately in order to proceed with the bidding and contracting process. NYSA and City Staff will provide the previous Request for Proposal (RFP) packet to assist with future RFP and bidding processes. It was mentioned that the design of Griffin Park Soccer Complex will need to pursue quality construction because Norman Forward funding does not include money for operations and/or maintenance.

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Suggestions were made to consider talking to other major soccer complexes about lessons learned, recommendations made, tips, warnings, etc. NYSA indicated Edmond was a great example for a soccer complex.

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ITEM 5, being:

**POTENTIAL DATE/TIME PREFERENCES FOR FUTURE MEETINGS**

A tentative schedule is April – June for a Master Plan and June – December for construction documents. The strategy is to engage in research, surveying and investigating during April and review preliminary master plan layout options at the next Griffin Park Ad Hoc Committee meeting scheduled for April 27, 2017, at 3:00 p.m.

Following the April meeting, the design team will consolidate the options into a single preliminary master plan for additional review.

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ITEM 6, being

**MICELLANEOUS DISCUSSION**

The public must be engaged via newspaper, electronic means, and/or public meetings prior to presenting a final master plan for Council approval. It was mentioned online methods of public interaction on Norman Forward projects, including a poll regarding the requested amenities for Griffin Park

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ITEM 7, being

**ADJOURNMENT**

Member Gillis made the motion and Member Laffoon seconded to adjourn. The vote was taken with the following results:

YEAH: Chairman Dillingham and members Fuentes, Gillis, Laffoon, and Woodfin

NAY: None

Passed and approved this \_\_\_\_\_ of \_\_\_\_\_ 2017.

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Carol Dillingham, Chairperson